

East Boston Camps Master Plan Committee
Minutes of July 14, 2005
7:00AM
Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of July 14, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also available in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives: Denise Brunelle, George Fletcher, Angela Harkness, Kirk Ware, Conservation Commission – Peter Mahler, Parks & Recreation – Max Steiner, Water Commission – Leslie Thomas, Westford Land Preservation Foundation – Nancy Rosinski

Present: Town Manager – Steve Ledoux, Assistant Town Manager – Norman Khumalo, Parks, Recreation, & Cemetery Director – Patricia Savage

Visitor: Paul Cully

Handouts: Meeting Agenda, Press Release, Map – Westford GIS Dept. 6/2005

The meeting was called to order at 7:00AM by Co-Chair Kirk Ware

AGENDA

- Approval of June 23, 2005 minutes – Action: approved as corrected/amended
- Old Business
 - Website Discussion
 - Max Steiner, Co-Chair briefed the Committee on the most recent changes to the website www.ebcwestford.net
 - Max and Kirk will be the contact for receiving e-mail messages from the site
 - Message Board – does the Committee want to add this feature to the website; the Committee agreed to not include a message board at this time
 - Press Release to announce website – Max handed out copies of the proposed press release; two changes were made and the Committee approved the article for release
 - Permits Page – no action
 - Possible Links - Leslie Thomas suggested linking to the trail maps; Max to construct once he has the information; Peter Mahler said the trail maps (Conservation Commission) most recent addition does include EBC
 - Donations – discussed tabled to next meeting
- New Business
 - Future Camp Use Discussion to be conducted by Steve Ledoux
 - Steve gave a brief explanation of the Group Nominal Technique he has used in goal setting with the Board of Selectmen. The technique allows participants to express thoughts/ideas related to a specific topic without debate from other participants. All ideas are valid and put on a flip chart for all to view. Cards are then passed out for each individual to rank order their top 5, points are assigned and the top five by points is then presented. Several questions were asked for clarification: ideas may be combined, no debate but questions may be asked, assumption – every idea is financially viable. Steve will write a summary of the results

- Committee continued with discussion/questions on a number of issues
 - Cost of running “camp” program
 - Economics of the operation - day vs. overnight
 - Currently out sourced – how to set parameters for level of interest
 - Additional insurer – Town
 - By mid-September have cost estimates
 - Capital issues – compliance with ADA; rehab vs. demolition ; good jumping off point for RFP
 - Currently 88 overnight campers, 55 day campers

Meeting adjourned at 8:35AM

NEXT MEETING JULY 28, 2005 – 7:30AM – Millennium

Accepted and approved July 28, 2005